

## 2003 Western Archives Institute San Francisco State University

### **Please save this information for future reference.**

More detailed information will be sent upon acceptance into the program.

#### **All Students:**

##### Location

Located at the southwest end of San Francisco on what was once a Mexican land grant, San Francisco State University is an urban university set on 94 acres of land about one mile from the Pacific Ocean. Its park-like setting, with mini-gardens and a beautiful Garden of Remembrance with a waterfall, make it an oasis for the surrounding community.

If you wish to find out more about San Francisco State University, you can visit their website at: <http://www.sfsu.edu/>. A map of the campus is available at <http://www.sfsu.edu/faq/map.htm>.

##### Classes:

Most classes will be held in the Cantina Room of Mary Ward Hall on the San Francisco State University campus from 8:30 a.m. to 4:30 p.m., Monday through Friday each week. Transportation will be arranged for any site visits to local repositories. There will be an optional site visit scheduled for Saturday, June 21. *Sunday, June 22 is a free day with no sessions or other programming scheduled.*

##### Special Events:

On Sunday, June 15<sup>th</sup>, there will be a brief orientation followed by an opening reception and dinner. Participants will have an opportunity to meet one another as well as Principal Faculty Member Rand Jimerson. San Francisco State University President Robert A. Corrigan is scheduled to attend the reception to welcome Institute participants.

On Friday, June 27<sup>th</sup>, there will be a closing luncheon followed by the program closing ceremonies. During the closing ceremonies, participants will be presented with their certificates of completion. The closing program and lunch will conclude at approximately 1:30 p.m. All participants are expected to attend the closing ceremonies and luncheon.

Other special events may be scheduled.

##### Weather:

Weather in June can be cool or cold, or it can be warm. Bring layers-something for cold weather, something for cool weather, and something for warm. June often is foggy, but there are beautiful, sunny days as well.

##### Parking:

**ALL VEHICLES PARKING IN SAN FRANCISCO STATE UNIVERSITY PARKING LOTS ARE REQUIRED TO HAVE A VALID SFSU PERMIT.**

Parking on the San Francisco State University campus is strictly regulated 24 hours a day, seven days a week, throughout the year.

Participants requesting parking on campus will be provided with a SFSU parking permit in advance of the program. The cost for parking will be approximately \$50-65 for the two weeks of the program.

**The Western Archives Institute will not be responsible for any fines or other penalties incurred by anyone who fails to have the proper SFSU permit or park in an approved area.**

Local Transportation:

San Francisco State is well served by public transportation, including three bus lines (26, 28, 29), the Muni Metro M-Car, and BART (Bay Area Rapid Transit), which is about a mile away.

Information on the BART system is available on the BART web site at <http://www.bart.gov/index.asp>.

Information on the MUNI system is available at <http://www.transitinfo.org/>.

Airport Transportation:

San Francisco State University is located twenty minutes north of San Francisco International Airport.

A number of shuttle services serve San Francisco International Airport. In addition, a SamTrans bus connects the airport to the BART system. Details about using the bus/train from San Francisco Airport are available at <http://transitinfo.org/Sched/SM/BX/>.

***To assist in planning for housing and meals, all applicants are to complete the pre-registration form included in with the application.***

**Resident Students:**

Accommodations:

Participants requiring local accommodations will be housed Mary Ward or Mary Park Hall, a dormitory located at the west end of the campus. All rooms are either single or double occupancy. Rooms are furnished with twin beds, a desk, and chair. Bathrooms in the hall are community style with separate shower and bath stalls as well as lockers.

Residents receive a blanket, pillow, mattress pad, bed linen (two sheets and a pillow case), two bath towels, soap and cup. A linen exchange will be provided at a designated location for towels to be replaced every third day. Participants will exchange sheets at the end of the first week. It is suggested that participants bring an alarm clock and a table lamp. Daily maid service is not provided.

The Cantina in Mary Ward Hall will double both as the Institute classroom and as lounge area with community television and VCR. There is also a coin laundry facility (laundry soap is not provided).

WAI participants may check in after 3 p.m. on Sunday, June 15<sup>th</sup> and are expected to check out on Friday, June 27<sup>th</sup> by 10 a.m., although luggage storage will be provided since the program does not end until 1:30 p.m. Rates, which include meals, are approximately \$950 per person for single and \$850 per person for double occupancy. The cost is a package price, and there are no "per night" housing options. Guests cannot be accommodated at any time during the program, including over the weekend between the first and second weeks.

Meals:

Three daily meals are included with the accommodations package. Meals are served in the campus dining facility, all you can eat, for the duration of the program. Meals are scheduled at specific times according to the cafeteria schedule. Box lunches will be provided for most site visits.

## **Commuter Students:**

Many of the best learning opportunities occur while networking with other participants during meals and in the evenings. Students are encouraged to take into account the highly intensive nature of the Western Archives Institute when deciding whether to be a resident or commuter student. You may wish to discuss your individual situation with WAI Administrator Nancy Zimmelman or Local Arrangements Coordinators Helene Whitson and Lisa Mix.

### Meals and Transportation:

For commuter students not staying on campus, the non-resident package includes the program's special events, daily refreshments, and transportation to site visits at local repositories, if requested. The cost will be approximately \$150 with transportation or \$80 without transportation. Commuter students will have three meal options – 1) bring lunch, 2) purchase lunch in the residence hall dining center (\$7 per lunch) or 3) purchase lunch at one of the various restaurants in the Cesar Chavez Student Center. If there is sufficient interest, WAI will offer a lunch package to commuters which would include all lunches at San Francisco State University as well as boxed lunches on days when there is a site visit to a local repository. Please note that only participants who are staying in the residence hall or purchase lunch in the dining center may eat in the dining center.

See page 1 for information concerning parking.

## **Special Arrangements:**

Participants who require special accommodations due to physical disability or their special needs should contact the Local Arrangements Coordinators.

## **Contacts:**

For additional information, please contact:

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